

Office of the Attorney General
Human Resources
Indiana Government Center South, 5th floor
302 W. Washington Street
Indianapolis, IN 46204
jobs@atg.state.in.us
317-232-7979 (fax)



JOB POSTING

Interested candidates should send their resume via regular mail, email (*as a Word document*) or facsimile to the address or phone number shown above. The Office of the Attorney General is an Equal Opportunity Employer.

Communications and Public Information Intern

Description:

The Office of the Indiana Attorney General is offering undergraduate and graduate-level students, preferably in the field of public relations, communications or journalism, an opportunity for an unpaid internship with the Indiana Attorney General's Communications Team.

The internship will afford an opportunity to work on a range of diverse topics related to public awareness, media and outreach, marketing campaigns and close interaction with executive staff. Responsibilities will be assigned based on experience and skills.

Excellent written and verbal communications is a requirement. Spanish language abilities are a plus.

The Communications Intern's responsibilities may include the following:

- Assist the Public Information Officers and other staff members in the timely delivery of materials and information to members of the media, and other key stakeholders
- Assist in the organization and preparation for news conferences including:
 - Print and email press releases
 - Secure venues and following-up as needed
 - Invite relevant participants and provide logistical details
 - Place reminder calls to media outlets about news conferences/events taking place in their coverage area
- Assist with video/audio/photography coverage at news conferences
- Create and disseminate media coverage reports
- Update and maintain media lists for public outreach
- Update and disseminate daily media call log reports
- Conduct research for speeches and presentations
- Maintain and update website content
- Provide support to the Attorney General's executive staff as needed

Qualifications:

- Background in communications, public relations or journalism preferred
- Experience and/or working knowledge of new/social media
- Excellent writing and editing skills
- Strong research and analytical skills
- Computer literacy, especially with MS Word, Outlook, Access and Excel
- Familiarity with Mac computers a plus

- Strong organizational skills and administrative capabilities
- Ability to work creatively, independently and as a team member
- Attention to detail
- A minimum of 22.5 hours a week (three days) is required but flexible up to five days and is unpaid